

EMPLOYMENT OPPORTUNITY

Summer OPENING

AECSA - GENERAL MANAGER

Applications are welcomed from all qualified candidates including U.S. Citizens, Eligible Family Members (EFMs), U.S. Citizen Members of Household (MOH).

(Based: At the U.S. Embassy Club.)

The American Embassy Community Services Association (AECSA) is looking for a General Manager to oversee all operations run by the AECSA. The work will entail managing multiple stores to include a restaurant, pool and grocery store which are all part of the services provided to the members of AECSA.

The best candidate will:

- Be comfortable managing a staff of over 30, to include direct store managers.
- Have an understanding of the central role that AECSA plays in the community.
- Possess excellent interpersonal skills to use in encouraging communication with a diverse group of people at all levels, inside and outside the Embassy community.
- Be able to make “on the spot” decisions that vary in complexity and content.
- Enjoy people.
- Really, actually enjoy people.
- Be able to make balanced financial decisions that create stability for members, staff and the Embassy community as a whole.
- Be able to work within specific procedures and policies while still leading with individuality.
- Have an appreciation for quality customer service and empower staff to create more opportunities to shine.
- Be creative in finding solutions to daily operational challenges.
- Be interested in supporting store managers and staff to improve regularly.
- Approach her/his position with a filter of constant innovation.
- Be able to multi-task for an extended period of time.
- Be at home with constant change.

The most qualified candidate will:

- Possess a Bachelor's degree or equivalent in experience.
- Have at least 2 years of relevant professional experience in general management, hotel or restaurant management, cruise ship hospitality, food and beverage management, or catering.
- Have an excellent command in written and spoken English.
- Have a high level understanding of business accounting.
- Have an interest in sales and marketing.
- Be an outstanding creator of awesomeness using standard computer applications like Word and Publisher.
- Have experience with Point of Sale software and Quickbooks.

Terms of Employment:

- At least 40 hours a week with a variable schedule to include some nights and weekends.
- All applicants must be residing in country and have residency permits or the required legal work to be eligible for consideration.
- Compensation will be commensurate with skills and experience.

Application Process:

- All applications will be acknowledged, however only short-listed candidates will be contacted.
- All correspondence will be held in confidence.

Letter of interest and CVs should be sent to the AECSA General Manager, Jennifer Kaaoush, at KaaoushJL@state.gov no later than March 31, 2015.